



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
VOCATIONAL EDUCATION INSTRUCTOR	33	B	5.112

#### DEFINITION OF THE CLASS:

Under general supervision, instructs students of varying ages and educational level in one or more of the vocational skills; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Instructs students in a discipline or field by providing both classroom instruction and hands-on (on the job training) in order to teach vocational skills, work ethics and appropriate safety for the skill. Evaluates student's progress through written and oral assignments and practical work evaluation in order to assess progress towards educational goals. Evaluates students on such things as quality of work initiative, attitude, ability to follow instructions and peer relations in order to assess progress toward attitudinal goals.

Creates and/or provides instructional materials and course objectives in order to meet the needs of the student and the approval of administration. Schedules classroom and practical work in order to meet the needs of students and to coordinate availability of facilities.

Supervises and maintains accountability of all assigned students in order to assure their safety and security at all times. Writes incident reports in order to notify administration of accidents, injuries, and runaways.

Maintains records for all students as to attendance, grade, and any problems in order to provide school administrators' reports as required. Writes treatment reports to update treatment team on students' progress.

Submits budget proposals for the course in order to inform the administration of costs for materials and equipment necessary to maintain the course and area of assignment. Provides services to the agency that are associated with the course.

Coordinates with administration, vocational instructors and other staff in order to assure program continuity and to meet time frames.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of current periodicals and publications that pertain to subject matter. Knowledge of agency rules and regulations regarding the custody of students.

Ability to establish a close relationship with students which fosters mutual trust and is conducive to learning. Ability to account for students at all times. Ability to notify the appropriate superior in the event of an incident or runaway. Ability to maintain appropriate records. Ability to administer tests to evaluate progress.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of safety precautions associated with field of instruction.

Ability to foster a stimulating, accepting, learning environment that will help the student in his career. Ability to supervise students including: organize classroom projects; evaluate student effectiveness; train at different levels; and delegate responsibility to students as appropriate. Ability to motivate students. Ability to establish and maintain meaningful relationships with persons of various social, cultural, economic, and educational backgrounds. Ability to maintain order while teaching and supervising students. Ability to read the subject matter sufficient to prepare lessons and comprehend agency policy and procedure. Ability to write sufficient to prepare progress reports on students. Ability to communicate with students in order to convey subject matter in field and expectations as students. Ability to use equipment specific to the field of instruction. Ability to work independently with minimal direct supervision.

Skill in the field being taught.

EDUCATION AND/OR WORK EXPERIENCE:

Possession of a Special Occupational Business and Industry license issued by the Nevada Department of Education.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.112

ESTABLISHED:	8/28/61	REVISED:	6/6/78-3
REVISED:	8/1/66	REVISED:	11/30/78-3
REVISED:	11/1/66	REVISED:	11/5/79-3
REVISED:	7/11/67	REVISED:	1/9/81-3
REVISED:	1/8/75	REVISED:	7/27/84-3
REVISED:	7/11/75	REVISED:	10/17/86-3
REVISED:	4/21/78-3	REVISED:	7/1/91P
			7/6/90PC
REVISED:	5/4/78-3	REVISED:	10/19/90-3